



# FDIC INTERNATIONAL 2015 INDIANA COVENTION CENTER & LUCAS OIL STADIUM, INDIANAPOLIS, IN APRIL 23 - 25, 2015

Payment Terms

Apparatus Info

Shipping Information

Marshaling Info

POV Info

Limits of Liability

Furniture

Carpet

Cleaning

Rental Units

Graphics

Union Regulations

Labor/Lift

Accessible Storage

Sign Hanging

Sponsor Banner

Non Official EAC

**Official Service Contractor** 

Brede/Allied Convention Service, Inc. Phone: 407-851-0261 2502 Lake Orange Drive Fax: 407-859-3904

Orlando FL 32837

An Exhibitor Service Concierge will be available on site during move-in, show hours and move-out 321-228-8958

**Exhibitor Services Contact** 

Lauren Brenner, Exhibitor Services Manager Rod Washington, Exhibitor Services Manager PennWell Corporation

Phone: 918-832-9276
Phone: 918-831-9481
Fax: 918-831-9729

1421 South Sheridan Rd Email: Lauren - laurenb@pennwell.com Tulsa OK 74112 Email: Lauren - laurenb@pennwell.com

**Exhibit Information** 

Backwall Drape: Black/Blue Siderail Drape: Black

Exhibit Hall Carpet: None *Exhibitors are required to carpet their booth* 

Aisle Carpet Color: Tuxedo (Black & White)

### Important Dates (Check all order forms for additional deadlines)

Non Official Exhibitor Appointed Contractor :MondayMarch 20, 2015Brede/Allied Custom Carpet/Rental Booth Deadline:MondayMarch 20, 2015Brede/Allied Advanced Order Deadline:FridayApril 3, 2015Advance Freight Deadline:(without surcharge)ThursdayApril 10, 2015

Show Hours: Thursday April 23, 2015 12:00 PM — 6:00 PM LOS/South Street Exhibits Only

Thursday April 23, 2015 1:00 PM — 6:00 PM ICC Exhibits

Friday April 24, 2015 9:00 AM — 5:00 PM LOS/South Street Exhibits Only

Friday April 24, 2015 10:00 AM — 5:00 PM ICC Exhibits

Saturday April 25, 2015 9:00 AM — 2:00 PM LOS/South Street Exhibits Only

Saturday April 25, 2015 9:00 AM — 2:00 PM ICC Exhibits

Exhibitor Move-out: Saturday April 25, 2015 2:00 PM — 10:00 PM

Sunday April 26, 2015 8:00 AM — 2:00 PM

Freight Re-Route Sunday April 26, 2015 2:00 PM

#### **Advance Warehouse**

Company Name, Booth Number FDIC International 2015 Brede/Allied @ YRC/TF Logistics

4200 Industrial Blvd Indianapolis, IN 46254

### Show Site to ICC

Company Name, Booth Number FDIC International 2015 Brede/Allied @ ICC

100 S. Capitol Ave Indianapolis, IN 46225

### Show Site to LOS

Company Name, Booth Number FDIC International 2015

Brede/Allied @ LOS

500 S. Capitol Ave Indianapolis, IN 46225

T SHOWS WHEN YOU USE BREDE/ALLIE



## Exhibitor Set-up Times



ICC & LOS exhibits Apparatus Carpet	Saturday, April 18, 2015	9:00am – 4:00pm (Carpet must be completely installed by 4:00 pm)
LOS exhibits -	Sunday, April 19, 2015	9:00am – 12:00pm (LOS apparatus in stag-
Apparatus Move-in		ing lot by 8:00am)
ICC exhibits - Apparatus Move-in	Sunday, April 19, 2015	9:00am – 4:00pm (ICC apparatus in staging
		lot 1 hour prior to move-in time)
ICC exhibits—Targeted Move-in	Monday, April 20, 2015	Begin at 8:00am by appointment only
LOS exhibits Move-in	Monday, April 20, 2015	8:00am – 5:00pm
ICC & LOS exhibits - Move-in	Tuesday, April 21, 2015	8:00am – 5:00pm
ICC & LOS exhibits—	Tuesday, April 21, 2015	1:00pm -6:00pm (must check-in at staging
POV's with trailers		lot)
ICC exhibits—	Wednesday, April 22, 2015	8:00am – 8:00pm
General move-in continued		
LOS exhibits—	Wednesday, April 22, 2015	8:00am – 5:00pm
General move-in continued		
ICC & LOS exhibits—	Wednesday, April 22, 2015	9:00am – 5:00pm (must check-in at staging
POV'S without trailers		lot by 8:00am)
Parking Lot move-in	Wednesday, April 22, 2015	11:00am – 5:00pm
All Lobby exhibits	Wednesday, April 22, 2015	11:00am – 5:00pm
South Street Exhibits area set-up	Thursday, April 23, 2015	9:00am – 12:00pm



- LOS Apparatus Staging Lot will be available Saturday, April 18th from 9:00am 4::00pm.
- On Thursday, April 23rd, LOS exhibitors will be allowed in the exhibit area at 8:30am, 3½ hours before exhibits open.
- On Thursday, April 23rd, ICC exhibitors will be allowed in the exhibit area at 9:30am, 3½ hours before exhibits open.
- On Friday, April 24th & Saturday, April 25th, exhibitors will be able to enter exhibit areas 1½ hours before exhibits open.
- No exhibitor can open or close his/her booth before posted times! No exceptions.



## General Information



### **AISLE CARPET**

All aisle carpet will be tuxedo (black & white speckled).

### **APPARATUS CARPET**

Apparatus in ICC & LOS exhibits MUST have carpet laid on Saturday, April 18th by 4:00pm for Sunday, April 19th apparatus move-in or carpet will be forced at the exhibitor 's expense. If you are using an outside source, drayage fees apply.

### **BOOTH CARPET**

<u>Carpet /flooring is required in the ICC main hall and Lucas Oil Stadium per show management.</u> If your booth is in an area with concrete flooring, carpeting or flooring is mandatory to cover all of the exhibit area and meet up to the aisle carpet, where possible. Note: exhibitors using an outside vendor are subject to bulk carpet drayage rates, special handling and additional labor charges for sorting bulk shipments if required. Carpet left in your booth at move out is subject to labor and/or disposal fees.

### **BOOTH EQUIPMENT**

Each 10'x10' booth will be set with 8' high black & blue background drape, 3' high black side divider drape and a 7"x44" booth identification sign (see the <u>Booth Identification Sign form</u> in this kit). Booths are required to be finished on the backside. If your booth is exposed from the side or from behind, you are required by show management to order masking drape. If you are sited by show management, drape will be ordered and billed to you.



### DOUBLE-DECKER EXHIBIT BOOTHS

By order of the Fire Marshal with regard to the Indiana Convention Center & Lucas Oil Stadium, FDIC International 2015 and Brede/Allied must be notified, in advance, of any exhibitor who is planning on a double-decker booth. If you are planning on a double-decker booth, please complete the <a href="Double-Decker Exhibit Booth Notification form">Double Decker Exhibit Booth Notification form</a> by March 20, 2015.

### **EMPTY STORAGE**

Empty labels (color coded depending on area) can be picked up at the Brede/Allied service desk. When the freight is labeled we will then remove the empties and return them after the show. All empties will be removed from the floor by Wednesday, April 22, 2015 by 5:00pm to install aisle carpet.

### **HANGING SIGNS**

Signs may not be hung from the ceiling of the Lucas Oil Stadium, the Ballrooms or Lobbies. Island exhibitors in ICC Exhibit Halls and Lucas Oil Stadium Exhibit Hall who wish to have hanging signs above their booth area should use the enclosed <u>Sign Hanging form</u>.

### IN BOUND SHIPPING INFORMATION

Advance Warehouse Shipping Address:
Name of Exhibiting Company/Booth Number
FDIC International 2015
Brede/Allied
@ YRC/TF Logistics
4200 Industrial Blvd
Indianapolis, IN 46254

⇒ Freight will be accepted March 2, 2015 thru April 17, 2015 however; freight must be received by April 10, 2015 in order to avoid late fees.





### General Information continued



### Direct to Showsite Addresses:

Name of Exhibiting Company/Booth Number FDIC International 2015 Brede/Allied @ Indiana Convention Center 100 South Capitol Ave Indianapolis, IN 46225

Name of Exhibiting Company/Booth Number FDIC International 2015 Brede/Allied @ Lucas Oil Stadium 500 South Capitol Ave Indianapolis, IN 46225

Must not arrive prior to Monday, April 20, 2015, shipments prior to this date will be refused. Shipments not consigned to Brede/ Allied will not be accepted! SHIPMENTS SENT TO THE WRONG FACILITY WILL BE TRANSPORTED AND CHARGED FOR THIS SERVICE.

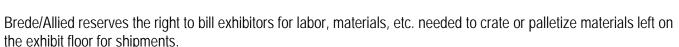
OR

### **OUTBOUND SHIPPING**

You must use a Brede/Allied bill of lading, available at the service desk. Shipping labels will also be available or you may use your own. Exhibitors are responsible for packing, labeling and returning the completed bills of lading to the service desk. Exhibitors are also responsible for contacting their own carrier. Brede/Allied will not be responsible for any goods left in the exhibit booth after the close of show.

### **RE-ROUTE TIME**

Freight will be re-routed Sunday, April 26, 2015 at 2:00pm. Any freight not picked up will be forced out using the house carrier.



### **SERVICE DESK - CONCIERGE**

We want to make your experience very easy and successful. Please visit the service desk in Room 116-117 or simply call our concierge at 321-228-8958 to order furnishings, relay labor needs or find assistance to any show related questions.

### Hours:

Sunday	April 19, 2015	8:00am - 4:00pm	
Monday	April 20, 2015	8:00am - 5:00pm	
Tuesday	April 21, 2015	8:00am - 5:00pm	
Wednesday	April 22, 2015	8:00am - 8:00pm	(5:00pm LOS)
Thursday	April 23, 2015	8:00am - 5:00pm	
Friday	April 24, 2015	8:00am - 5:00pm	
Saturday	April 25, 2015	8:00am - 9:00pm	
Sunday	April 26, 2015	8:00am - 2:00pm	



This Form must be returned by: March 20, 2015

2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

### Double-Decker Exhibit Booth Notification



By order of the Fire Marshal with regard to the Indiana Convention Center & Lucas Oil Stadium, FDIC International 2015 exhibitors who plan on having a double-decker (two-story) exhibit must notify Brede/Allied in advance.

PLEASE RETURN THIS FORM TO OUR CUSTOMER SERVICE DEPARTMENT AT INFO@BREDEALLIED.COM OR FAX (407) 859-3904, NO LATER THAN MARCH 20, 2015.

COMPANY NAME:	_
BOOTH NUMBER:	_
CONTACT PERSON:	_
PHONE NUMBER:	_
EMAIL ADDRESS:	_
If you have a rendering of your double-decker (two-story) booth, please submit with this info If you have any questions, please contact Brede/Allied Customer Service at 407/851-0261.	ormation.
	_



Advance Order Discount Deadline: April 3, 2015 2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

## Payment Authorization



### TERMS:

- By submitting this form or ordering materials or services from Brede/Allied, you agree to the terms set forth in this service manual.
- Place order by mail, fax or online at: bredeallied.com. A credit card on file is required when using Brede/Allied. Orders received without payment and
  credit card authorization will not be processed.
- To receive discount pricing, order forms and full payment must be received by the deadline date on each form. Purchase Orders are not considered advance payment. Payment may be made by company check, wire or credit card authorization.
- Any additional costs incurred for orders or services placed at show site, including labor and material handling, are due and payable upon presentation of
  the invoice. All adjustments must be made at show site. All accounts must be settled at the Brede/Allied service desk prior to show closing. Your show
  site representative must be made aware of this policy and have means of payment, unless credit card authorization below is signed. It is the responsibility of your show site representative to review the Statement of Account prior to the close of the show.
- The exhibiting firm is primarily responsible for payment of all charges.
- INTERNATIONAL EXHIBITORS: We require 100% pre-payment of advance orders. Payment must be rendered by cash, wire or check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard, Discover or Visa credit cards. Drayage charges are separate from shipping and customs charges.

### **METHOD OF PAYMENT**

my show representative, including mat card is declined, standard floor pricing Charge to (check below):	required for payment guarantee)  ny additional amounts incurred by me or verial handling & labor charges. If credit	WIRE TRANSFER INCLUDING SEQUE BREDE/ALLIED. SEND THE PAYMEI PLUS A \$35.00 SERVICE CHARGE TO Allied Convention Service, Inc. DBA Brede Exposition Services c/o SunTrust Bank, Central Florida, NA	
Account Number		Expiration Date	CVS#
Card Holder Name:		Signature:	
Card Holder Billing Address:		City/State/Zip:	
Card Holder Phone:		Fax:	
Card Holder Email:			
<b>ORDER SUMMARY</b>			
Furniture (Brede/Allied Only)	\$	Labor (estimate)	\$
Carpet	\$	Material Handling (estimate)	\$
Custom Rental Exhibits	\$	Other Brede/Allied Services	\$
Cleaning	\$	Total Due	2 \$
Graphics	\$	Total Duc	, ·
☐ Please check that you a	agree to our Payment Authorization	Terms and acknowledge payments i	must be accompanied with order.
COMPANY NAME:		·	BOOTH#

nline @ Bredeallied.com

BREDE/ALLIED



Advance Order Discount Deadline: April 3, 2015 2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

## Third Party Billing



WE UNDERSTAND AND AGREE THAT THE EXHIBITING COMPANY IS ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES. IN THE EVENT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT PRIOR TO THE CLOSE OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT. THE ITEMS CHECKED BELOW ARE TO BE CHARGED TO THE THIRD PARTY:

	All Brede/Allied S	Services	Bo	ooth Cleaning	
	Furniture/Carpet	JCI VICCS		aterial Handling I	o/Out
	•	.vh:h:t	<u> </u>	•	
	Custom Rental E		·	iscellaneous Cha	
	Installation/Disma	antle Labor	O	ther Please Sp	
				•	•
This form must be compayment authorization t		ompanies and	returned no la	ter than April 3, 2	015 as agreement to
Exhibiting Company Nam	e			Booth	1
3rd Party Company Name	ə				
Authorized By			Tit	tle	
Signature					
Email Address					
<b>CREDIT CARD INFOR</b> We authorize Brede/Allied to cha If credit card is declined, standard-	rge any additional amou				
Charge to :( check one) _	MasterCard	Visa	American Expres	ssDiscover	•
Account Number			Exp	oiration Date	CVS#
Card Holder Name:			Signature:		
Card Holder Billing Address:			City/State/Zip	o:	
Card Holder Phone:			Fax:		
Card Holder Email:					
CHECK PAYMENT OF					funds.
Check #					
**Wire Transfers are availa	ble. Please contact	t Customer Servi	ce for details.		
☐ Please check that	you agree to our Payı	ment Authorization	Terms and acknowle	dge payments must be	accompanied with order.
COMPANY NAME:				BOOTH	#
					fdic



NUMBER OF VEHICLES FOR DISPLAY

MOVE IN SCHEDULE

This Form must be returned by: April 3, 2015 2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

## Apparatus/Vehicle Display



PLEASE COMPLETE THE INFORMATION ON BOTH PAGES ALONG WITH THE CREDIT CARD AUTHORIZATION FORM AND RETURN TO BREDE/ALLIED BY APRIL 3, 2015.

If you are planning to display an Apparatus or Vehicle, you are required to provide the information on both pages

Apparatus for Lucas Oil Stadium can move in on Sunday, April 19th, from 9:00am – 12:00noon. Apparatus for Lucas Oil Stadium must

\_display apparatus to move-in for the 2015 FDIC International Convention, April 23-25, 2015.

	fdic.
☐ Please check that you agree to our Payment Authorization COMPANY NAME:	Terms and acknowledge payments must be accompanied with order.  BOOTH#
	Continued
Overall length of apparatus?	
Overall width of apparatus?	Overall height of apparatus?
Are you using an outside vendor for carpet?  If you are using an outside vendor for carpet, drayage charges apple	YESNO ly.
Are you shipping your own carpet? If you are shipping your own carpet, drayage charges will apply and house by Friday, April 10, 2015.	YESNO d must be shipped to arrive at the Brede/Allied advance ware-
CARPET/FLOORING IS MANADATORY ON THIS SHOW!  Are you ordering carpet from Brede/Allied?  *ICC & LOS Carpet Must Be Installed by 4:00pm, Saturday, April 18	YESNO
The Apparatus/POV Staging Lot for both Lucas Oil Stadium and t South Parking Lot, 500 South Capitol Avenue, Indianapolis, Indiana	
Apparatus for the <u>Indiana Convention Center</u> will move in on Sunday staged in the Apparatus/POV Staging Lot on Sunday, April 19 <sup>th</sup> , one ho not move in on Sunday, April 19 <sup>th</sup> , please contact Brede/Allied Custom reschedule your move-in time).	ur prior to move-in time. (If you are an Apparatus Exhibitor and can-
arrive at the Apparatus/POV Staging Lot on Sunday, April 19 <sup>th</sup> by 8:00a 9:00am-4:00pm. Sunday, April 19 <sup>th</sup> , is available for <u>Apparatus Move-in</u>	



**FEE CALCULATION** 

This Form must be returned by: April 3, 2015 2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

## Apparatus/Vehicle Display



If you are planning to display an Apparatus or Vehicle, you are required to provide the information on both pages

Please indicate the number of ve	hicles that will be	on display and calcu	late the appropriate ac	Ivance fee:
	Χ	\$131.00/each	= \$	
Number of display vehicles	per apparat	us (first 5)	= \$ Total cost (round	trip)
	X\$	94.50/each add'l	= \$ Total cost (round	
Number of display vehicles			Total cost (round	trip)
	to booth, booth			ot, destination dock check in, labor to acsafety of all exhibitors, Brede/Allied person-
	d under Mov	<u>re In Schedule</u> .	We cannot guar	nicle that is not in the Staging Lot by rantee placement of your apparatus.
RULES /REGULATIONS The Convention Center and Stace batteries disconnected and all furnity.			asoline powered equip	ment, tools, etc. (on display) shall have their
Additionally, the floor surface are plastic covering or carpet.	a under the moto	r vehicle must be pro	tected from possible lu	bricant drainage/spills with use of visqueen
Any vehicle placed on top of carp Order Form".	et installed by Br	rede/Allied must also	be protected by visque	een. Visqueen can be ordered from the "Carpet
Please check that you	agree to our Pay	ment Authorization T	erms and acknowledge	e payments must be accompanied with order
EVENT OR SHOWFD (Check One)	IC INTERNATIO	NAL 2015	_ ICC HALL	or LUCAS OIL STADIUM
COMPANY NAME				BOOTH #
ADDRESS			TEI	LEPHONE #
				ZIP CODE
SIGNATURE				



## **Shipping Information**



Brede/Allied will receive your shipment(s) either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice. Ship prepaid, collect shipments will not be accepted.

SHIPPIN	SHIPPING INFORMATION		
Advance Warehouse: March 2 - April 17, 2015, by April 10, 2015 to obtain advance pricing.	FDIC International 2015 Company Name & Booth # Brede/Allied @ YRC/TF Logistics 4200 Industrial Blvd Indianapolis, IN 46254		
Direct - Show Site:  Must not arrive prior to	FDIC International 2015 Company Name & Booth # Brede/Allied @ Indiana Convention Center 100 South Capitol Ave Indianapolis, IN 46225		

Must not arrive prior to
Monday, April 20, 2015 or in
accordance with the move-in
schedule.

FDIC International 2015 Company Name & Booth #

Brede/Allied

@ Lucas Oil Stadium 500 South Capitol Ave

Indianapolis, IN 46225

For rates see the Material Handling Order Form.

## **ADVANCE SHIPMENTS TO BREDE/ALLIED WAREHOUSE** - crates, cartons, fiber cases only: Rates include:

- Unloading crated materials. The warehouse cannot receive uncrated shipments.
- Storing at the warehouse for up to 30 days.
- Reloading onto our trucks and delivery to the exhibit site.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading out freight for return onto your carrier

### **DIRECT SHIPMENTS TO EXHIBIT SITE:**

#### Rates include:

- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.





### Shipping Information (continued)

Read the "LIMITS OF LIABILITY & RESPONSIBILITY" form included in this service manual for extremely important information concerning shipping and Material Handling.

Please prepay all shipping charges. Brede/Allied cannot accept or be responsible for collect shipments.

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to Brede/Allied and the name of your on-site representative.

Certified weight receipts are required for all shipments. Brede/Allied will estimate weight for private vehicles without certified weight receipts.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each bill of lading.

All shipments must be consigned C/O Brede/Allied to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Labor and equipment for unloading and loading are included in the Material Handling rates. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment of exhibitors. Place your orders for this labor with the "Labor" order form included in this service manual.

If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Shipping cartons will be picked up, stored and returned after the show if they are affixed with "Empty" labels by the exhibitor. These labels will be available at the Brede/Allied service desk and are for **empty storage only.** 

Shipping information, bills of lading and labels will be available at the Brede/Allied service desk. Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up.





This Form must be returned by: April 3, 2015

2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

## Freight Service Questionnaire



## ALL FDIC EXHIBITORS MUST RETURN THIS FORM BY APRIL 3, 2015

1.	Estimate total number of pieces being shipped: CratedUncratedMachinery
2.	Are you shipping to Brede/Allied warehouse? or direct to site?Estimate total weight of shipments:
shi of I	lize the appropriate enclosed shipping label. Include your company name and booth number on the label. Please consign all pments C/O Brede/Allied. We cannot be responsible for shipments not consigned to Brede/Allied. All shipments must have a bill ading showing number of pieces and weight. Certified weight tickets are required for all shipments. Shipments received without tified weight documentation or weight discrepancies will be charged at the Special Handling rate.
3.	Point of origin Estimated shipping date
4.	Indicate carrier:Van Line Common Carrier Flatbed Company Truck
	Overseas ContainerAir CarrierUPS FedEx
5.	What date & estimated time are you scheduling your shipment/s to arrive:
6.	What is the weight of the single heaviest piece in your shipments:
7.	List carrier contact person and telephone number
8.	If using a customs broker, give name:Phone number
9.	Is there any special handling equipment required to unload your exhibit material (extended forklift blades, special slings, lifting bars (etc)
Dei	FLOORING IS MANDATORY ON THIS SHOW!  Are you ordering carpet from Brede/Allied?YesNo Are you shipping your own carpet?Yes*No Are you using an outside vendor for carpet?Yes*No *If yes, drayage charges apply.  Interested in a custom exhibit? No drayage or labor cost! email: info@bredeallied.com.
	nt name of show site contact:
Cel	I Phone number of show site contact:
Exł	nibitor/Company Booth #
Pho	one Email
By_	Print Name
	Signature



### INBOUND FREIGHT PROCEDURES



## ALL FREIGHT MUST BE ACCOMPANIED BY A CERTIFIED SCALE TICKET

ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION ON THEIR BILLS OF LADING:

- 1. BOOTH NUMBER
- 2. EXHIBITOR'S NAME
- 3. SHIPPER'S NAME
- 4. PIECE SUMMARY
- 5. NET, GROSS AND TARE WEIGHT

### PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:

- 1. CRATES.....(WOODEN BOXES)
- 2. CARTONS.....(CARDBOARD BOXES)
- 3. CARPETS.....(RUGS AND PADS)
- 4. SKIDS.....(PALLETS)
- 5. BUNDLES
- MACHINES
- 7. MISCELLANEOUS....(LOOSE OR UNPACKED ITEMS)

ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE FREIGHT CLERK CAN ACCEPT THEM.

IF YOU CANNOT PROVIDE ANY OF THE REQUESTED INFORMATION PLEASE CONTACT YOUR DISPATCH OR CHECK YOUR FREIGHT.





## EXHIBITION MATERIAL FOR ADVANCED SHIPMENTS ONLY

MUST ARRIVE NO LATER TH	HAN APRIL 10,	2015 TO OBTAIN	I ADVANCE PRICING
COMPANY NAME:		Boo	oth #
FDIC INTERNATIONAL 2015			
BREDE/ALLIED			
@ YRC/TF LOGISTICS			
4200 INDUSTRIAL BLVD			
INDIANAPOLIS, IN 46254			
CARRIER	NO	OF	PIECES
Brece EXPOSITION SERVICES Allied Convention Service, Inc. www.bredeallied.com			2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com
	<b>&gt;</b>		



## EXHIBITION MATERIAL FOR ADVANCED SHIPMENTS ONLY

MUST ARRIVE NO LATER THAN APRIL 10, 2015 TO OBTAIN ADVANCE PRICING

COMPANY NAME: Booth #

FDIC INTERNATIONAL 2015

**BREDE/ALLIED** 

@ YRC/TF LOGISTICS

4200 INDUSTRIAL BLVD

INDIANAPOLIS, IN 46254

CARRIER \_\_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES\_\_\_\_\_





### **EXHIBITION MATERIAL FOR APPARATUS CARPET ONLY**

MUST ARRIVE NO LATER TH	IAN APRIL 10	), 2015 TO OBTAI	IN ADVANCE PRICING
COMPANY NAME:		Bo	ooth #
FDIC INTERNATIONAL 2015 BREDE/ALLIED @ YRC/TF LOGISTICS 4200 INDUSTRIAL BLVD INDIANAPOLIS, IN 46254			
CARRIER	NO	OF	PIECES
Allied Convention Service, Inc. www.bredeallied.com			2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com



## **FOR APPARATUS CARPET ONLY**

MUST ARRIVE NO LATER THAN APRIL 10, 2015 TO OBTAIN ADVANCE PRICING

COMPANY NAME:

**FDIC INTERNATIONAL 2015** 

BREDE/ALLIED

@ YRC/TF LOGISTICS

4200 INDUSTRIAL BLVD

INDIANAPOLIS, IN 46254

\_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES





## EXHIBITION MATERIAL FOR HANGING SIGNS ONLY

MUST ARRIVE NO LATER TH	HAN APRIL 10,	2015 TO OBTAI	N ADVANCE PRICING
COMPANY NAME:		Вс	ooth #
FDIC INTERNATIONAL 2015 BREDE/ALLIED			
@ YRC/TF LOGISTICS			
4200 INDUSTRIAL BLVD			
INDIANAPOLIS, IN 46254			
CARRIER	NO	OF	PIECES
Allied Convention Services, Inc. www.bredeallied.com			2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com



## **FOR HANGING SIGNS ONLY**

MUST ARRIVE NO LATER THAN APRIL 10, 2015 TO OBTAIN ADVANCE PRICING

COMPANY NAME: Booth #

FDIC INTERNATIONAL 2015

BREDE/ALLIED

@ YRC/TF LOGISTICS

4200 INDUSTRIAL BLVD

INDIANAPOLIS, IN 46254

CARRIER \_\_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES\_\_\_\_\_





### **EXHIBITION MATERIAL TO ICC FOR DIRECT SHIPMENTS ONLY**

MUST NO	I ARRIVE PRIOR	R TO APRIL 20, 2	2015
COMPANY NAME:		Boo	oth #
FDIC INTERNATIONAL 2015 BREDE/ALLIED @ INDIANA CONVENTION CENTER 100 SOUTH CAPITOL AVE INDIANAPOLIS, IN 46225			
CARRIER	NO	OF	PIECES
Brece EXPOSITION SERVICES Allied Convention Service, Inc. www.bredeallied.com			2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com



## **FOR DIRECT SHIPMENTS ONLY**

### **MUST NOT ARRIVE PRIOR TO APRIL 20, 2015**

COMPANY NAME: Booth # **FDIC INTERNATIONAL 2015** BREDE/ALLIED @ INDIANA CONVENTION CENTER 100 SOUTH CAPITOL AVE INDIANAPOLIS, IN 46225 \_\_\_\_\_NO. \_\_\_\_\_OF \_\_\_\_\_ PIECES





### **EXHIBITION MATERIAL TO LOS FOR DIRECT SHIPMENTS ONLY**

### MUST NOT ARRIVE PRIOR TO APRIL 20, 2015

COMPANY NAME:		Boo	oth #
FDIC INTERNATIONAL 2015		<del></del>	· · · · · · · · · · · · · · · · · · ·
BREDE/ALLIED			
@ LUCAS OIL STADIUM			
500 SOUTH CAPITOL AVE			
INDIANAPOLIS, IN 46225			
CARRIER	NO	OF	PIECES
Brede EXPOSITION SERVICES Allied Convention Service Inc.			2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904



### **EXHIBITION MATERIAL TO LOS FOR DIRECT SHIPMENTS ONLY**

### **MUST NOT ARRIVE PRIOR TO APRIL 20, 2015**

COMPANY NAME: Booth # **FDIC INTERNATIONAL 2015** BREDE/ALLIED @ LUCAS OIL STADIUM 500 SOUTH CAPITOL AVE INDIANAPOLIS, IN 46225 NO. OF PIECES



Allied Convention Service, Inc.

www.bredeallied.com

2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

info@bredeallied.com



## Material Handling



### Material Handling Rate Schedule

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove from booth for reloading onto outbound carriers. Material Handling services, whether used completely or in part only, are offered as a package and the charges will be based on the total weight of the inbound shipment, rounded off to the next cwt.

STRAIGHT TIME RATE APPLIES 8AM-4:30PM MONDAY-FRIDAY	Rate per cwt	Minimum Charge			
Description	200 lb minimum charge				
Advance to Warehouse: Crated (Late fee will apply after 4/10/15)	\$ 115.00	\$ 230.00			
Direct to Show site: Crated	\$ 115.00	\$ 230.00			
Advance to Warehouse: Special Handling (Late fee will apply after 4/10/15)	\$ 142.75	\$ 285.50			
Direct to Show site: Special Handling	\$ 142.75	\$ 285.50			
Direct to Show site: Uncrated, Un-skidded, or Wrapped	\$ 161.00	\$ 322.00			
If moved in on overtime—add to above rates	\$23.00 per cwt.				
Small Package Fee	\$ 55.00 each				

SMALL PACKAGE RATE: applies to a show site delivery of a single piece shipment from UPS, FedEx or US Mail weighing less than 35lbs.

Additional Services								
<b>Late shipments:</b> Freight not received at warehouse prior to the deadline date of 4/10/15 and freight received at Show site after show opening.	Warehouse: \$27.75 per cwt	Show Site: \$27.75 per cwt						
Shrink Wrap	\$ 75.00 per skid							
Metal Banding	\$ 75.00 per skid							

### Calculate Estimated Material Handling Charges

Carrier(s)	Tracking #	Date of Arrival	# Pieces	Est. Weight cwt		Rate per cwt		Estimated Cost 200 lb minimum
					Х		=	
					Х		=	
					Х		=	
						TOTAL		

Show site Con	ntact	Show site Phone	
	Please o	heck that you agree to our Payment Authorization Terms and acknowledge payments must be ac	companied with order
COMPANY	NAME:_	BOOTH#	
			fdia

ith order



### Material Handling Definition, Policies & Guidelines

- \* Material Handling (also known as "drayage") is the moving of exhibit materials from one location to another and the associated fees for such service. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Material handling services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice. Material handling charges are *in addition* to any shipping charges you may incur from the carrier (trucking company, UPS, FedEx, etc.) you select.
- \* Shipments should not be addressed to the Hotel or Convention Center, as they do not have the facilities to receive such shipments and may refuse them, prior to the installation of the show.
- \* Remove all outdated shipping labels prior to shipment.
- \* Please forward copies of all bills of lading to Brede/Allied. This will assist in the tracing of shipment if necessary. Please be certain that all bills of lading have the waybill number on them, since tracing cannot be done without these. Copies of the bills of lading should also be given to your representative attending the show.
- \* Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Please see the Special Handling definition sheet. Any single piece, due to its size, that cannot be fitted through doorway or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by Brede/Allied at the exhibitor's expense. Please contact Brede/Allied prior to shipping this type of shipment.
- \* All outbound shipments must be tendered with a Brede/Allied bill of lading.
- \* Make certain all of your materials are properly insured against fire, theft and all hazards while in transit to and from the convention, moving to and from your booth, and for the duration of the convention. This can usually be done with "riders" to your existing insurance policies.
- \* Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be re-routed by Brede/Allied.
- \* Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
- \* Brede/Allied as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
- \* Any shipment not handled by Brede/Allied, but for which Brede/Allied is required to handle storage of the empty shipping containers, a charge of \$50.00 per crate, case, box, or carton will be assessed.
- \* The responsibility of Brede/Allied with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. The company shall not be liable for loss or damage by the elements, fire, water, heat, frost, damp, dust, moth, rust, leakage, deterioration, acts of God, riot or unlawful disturbance of the peace or depreciation due to the lapse of time, ordinary wear and tear or perishable nature of the property, nor for injury to goods arising from the lack of proper packing or from improper packing or unpacking by other than its own employees, or other causes beyond its control.

IF THE CARRIER DESIGNATED AND ARRANGED FOR BY YOU FAILS TO PICK UP YOUR OUTBOUND FREIGHT PRIOR TO THE DESIGNATED TIME, WE WILL RE-ROUTE YOUR FREIGHT IN ORDER TO CLEAR THE EXHIBIT HALL. SO THAT WE MAY REROUTE YOUR FREIGHT TO MOVE BY THE PROPER MEANS OF TRANSPORTATION, PLEASE FILL IN THE INFORMATION BELOW.

Ship to:				
Street Address			City/State/Zip Code	
Type of Carrier	Air	Motor Freight	Van Lines	
EVENT OR SHOW	FI	DIC INTERNATIONAL 2015	HALL OR HOTEL	ICC/LOS
COMPANY NAME			BOOTH	l #
ADDRESS		CITY	STATE	ZIP
TELEPHONE		FAX	<u>EMAIL</u>	
AUTHORIZED BY (ple	ase print or type)			
SIGNATURE				





## Special Handling



Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad shipments only or stacked shipments. Also included are shipment integrity, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

### What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

### What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

### What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

### What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

### What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to exhibitors.

#### What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

### What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (i.e. Federal Express, UPS, DHL, etc) without individual bills of lading. These shipments require additional labor, time and equipment to process.

### What about carpet only shipments?

Shipments that consist of carpet and/or carpet padding only require special handling if additional labor, time or equipment is required to unload.

### What is the difference between Crated and Uncrated Shipments?

Crated shipments are those packed in any type of shipping container that can be unloaded at the dock with no additional handling (including crates, fiber cases, cartons and properly packed skids). Uncrated shipments are material that is shipped loose, pad wrapped, unskidded, or skidded without proper lifting bars and hooks.



## Marshaling Yard Service



Brede/Allied has a marshaling yard and/or services to ease the traffic congestion around the Indiana Convention Center and the Lucas Oil Stadium located at: 602 W. Ray Street

Indianapolis, Indiana 46225

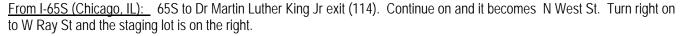
### A \$36.75 per shipment fee will apply.

All carriers must check in at the Brede/Allied Marshaling Yard. Please consign all shipments C/O Brede/Allied to ensure proper handling. All inbound shipments must have certified weight documentation with a bill of lading showing number of pieces and weight. Shipments without certified weight documentation or weight discrepancies will be charged at the Special Handling rate and weighed if possible.

After check in, the driver will be assigned a number and dispatched to a dock.

## FDIC INTERNATIONAL 2015 MARSHALING YARD DIRECTIONS FOR VAN LINES AND COMMON CARRIERS

<u>From I-74E (Champain, IL):</u> 74E to US 36W to I-70E. Take West St exit (79A) and take a slight right on to S West St. Take the first right on to S Morris St. Turn right onto White River Parkway E Dr. Take the 1st right onto W Ray St. Staging Lot is on the left.



<u>From I-74W (Cincinatti, OH):</u> 74W to 65N to 70W. Take the West St exit (79A) and keep right taking ramp towards Convention Center. Turn 1<sup>st</sup> left on W MCCarty St. Turn 2<sup>nd</sup> left onto S West St and keep right continue through fork. Take 2<sup>nd</sup> right onto W Ray St and the staging lot is on the right.

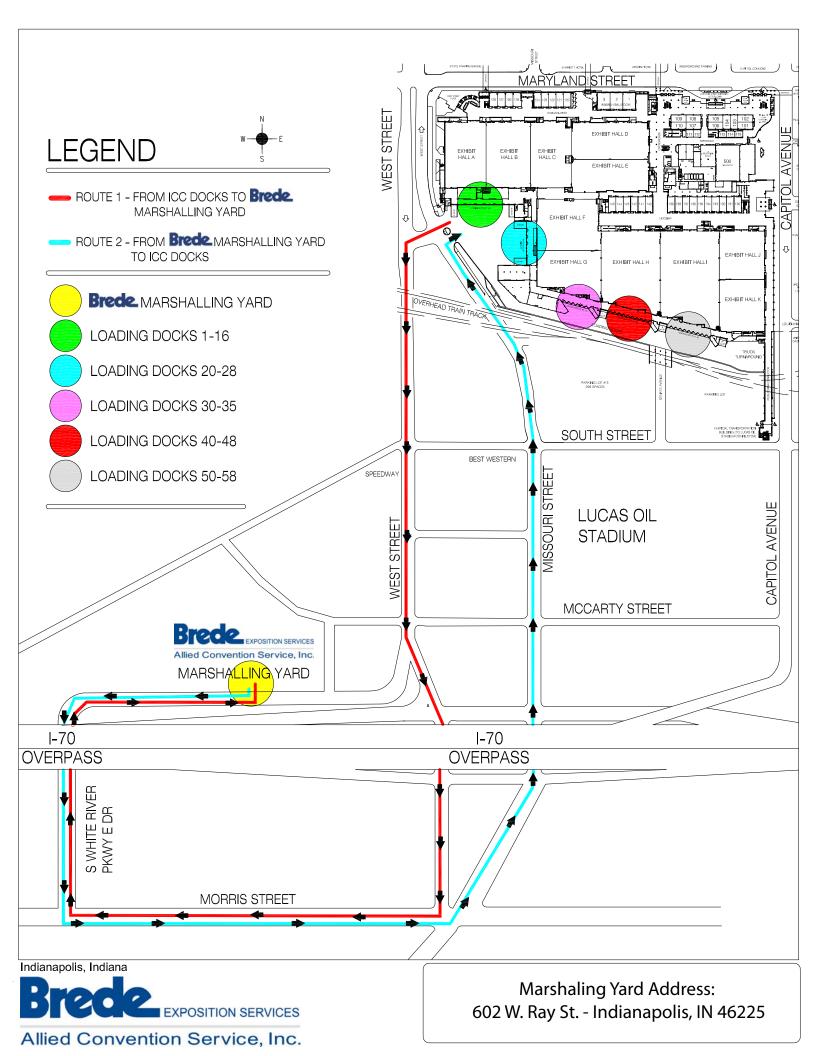
<u>From I-70W (Columbus, OH):</u> Take the West St exit (79A) and keep right taking ramp towards Convention Center. Turn 1<sup>st</sup> left on W MCCarty St. Turn 2<sup>nd</sup> left onto S West St and keep right continue through fork. Take 2<sup>nd</sup> right onto W Ray St and the staging lot is on the right.

From I-75S (Detroit, MI): I-75S to I-475W to US24W to I-469S to I-69S. Take Binford Blvd toward State Fairgrounds. Turn left on Dr Martin Luther King Jr St which becomes N West St. Turn right onto W Ray St and staging lot is on the right.

<u>From I-65N (Louisville, KY):</u> I-65N to I-70W. Take the West St exit (79A) and keep right taking ramp towards Convention Center. Turn 1<sup>st</sup> left on W MCCarty St. Turn 2<sup>nd</sup> left onto S West St and keep right continue through fork. Take 2<sup>nd</sup> right onto W Ray St and the staging lot is on the right.

From I-70E (St Louis, MO): Take West St exit (79A) and take a slight right on to S West St. Take the first right on to S Morris St. Turn right onto White River Parkway E Dr. Take the 1st right onto W Ray St. Staging Lot is on the left.







### POV Show Site Information



\*\*THE CAPITOL STREET RAMP IS NOT AVAILABLE FOR MOVE-IN OR MOVE-OUT. All POV's must check in at the POV Staging Lot located at Lucas Oil Stadium, South Parking Lot, 500 Capitol Avenue, Indianapolis, Indiana, GATE 10 ENTRANCE ONLY.\*\*

POV's and trailers must check in at the POV/Apparatus Staging Lot with a member of the Brede/Allied Exhibit Team. This will be done on a first come, first served basis. You will receive a number once you have arrived at the lot. You will be directed to the appropriate location to unload as it becomes available.

POV's will have approximately 30 minutes to unload, so please use your time accordingly. You will also be required to leave your keys. Vehicles must not be left unattended in the unloading areas. Any unattended vehicle will be towed at the owner's expense. Please keep in mind drayage and unloading service is available to you and will lessen the wait time.

### NOTE: THIS DOES NOT APPLY TO EXHIBITORS WITH APPARATUS

### Tuesday, April 21, 2015

1:00pm – 6:00pm: Indiana Convention Center and Lucas Oil Stadium POV's with trailers

### Wednesday, April 22, 2015

9:00am – 5:00pm: Indiana Convention Center and Lucas Oil Stadium POV's without trailers

11:00am - 5:00pm: ICC Lobby Exhibits

Check in at the LOS Staging Lot by 8:00am

Contact <u>info@bredeallied.com</u> with any questions.





This Form must be returned by: April 10, 2015 2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

## POV Freight Service



PLEASE COMPLETE THE INFORMATION BELOW ALONG WITH THE CREDIT CARD AUTHORIZATION FORM AND RETURN TO BREDE/ALLIED BY APRIL 10, 2015.

## Special Freight Services For Small Passenger Vehicles Only! This Special Service is Offered Exclusively for FDIC POV's

- ◆ To ease the move-in and move-out of exhibitors with POV's, Brede/Allied is offering freight services including one (1) freight laborer with one (1) cart, one (1) trip One Way from the dock to your booth on move-in or your booth to the dock on move-out for a charge of \$89.25 Each Way.
- This service is for FDIC Exhibitors who have small, hand carry items which can fit on a cart, weighing less than 250 lbs. total, in **one trip only**. One cartload allowed per booth.
- You must check in at the POV/Apparatus Staging Lot located at <u>Lucas Oil Stadium</u>, <u>South Parking Lot</u>, <u>500 Capitol Avenue</u>, <u>Indianaapolis</u>, <u>Indiana</u>, <u>GATE 10 ENTRANCE ONLY</u>. A member of the Brede/Allied Exhibit Team will assign your vehicle a number once you have arrived at the lot. You will be directed to the appropriate loading dock as it becomes available.
- ♦ A Brede/Allied laborer will unload your vehicle and deliver to your booth. There must be two (2) people with your vehicle one person to go with your materials to the booth and one person to remove your vehicle from the unloading area. Vehicles must not be left unattended in the unloading areas. Any unattended vehicle will be towed at the owner's expense.
  - ieit unat-
- Freight over 250 lbs. or freight that is too large will be handled at the freight handling rates published in this manual.
- To receive this service, complete the information below along with the credit card authorization form and return to Brede/Allied. Pre orders will receive preferential service at show site.

Please check that you agree	e to our Payment Authorization Terms	and acknowledge pa	syments must be accompanied with ord	ler
From Dock To Booth: From Booth To Dock:	•		O = \$ O = \$	
EXHIBIT LOCATION:	_	·	_LUCAS OIL STADIUM _BOOTH#	
ADDRESS		TELEP	HONE #	_
CITY		STATE	ZIP CODE	_
AUTHORIZED BY: (Please print or typ SIGNATURE	e)			<u> </u>



## Limits of Liability



YOU ARE ENTERING A CONTRACT, WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The Terms & Conditions set forth below become a part of the Contract between Brede/Allied and the Exhibitor. Acceptance of said Terms & Conditions will be construed when any of the following conditions are met:

THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED, EXHIBITOR'S MATERIALS ARE DELIVERED TO BREDE/ALLIED'S WAREHOUSE OR TO AN EXPOSITION SITE FOR WHICH BREDE/ALLIED IS THE OFFICIAL SHOW CONTRACTOR, OR AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH BREDE/ALLIED.

- •I t is understood that Brede/Allied and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Brede/Allied hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Brede/Allied and its subcontractors do not provide for full liability should loss or damage occur.
- Brede/Allied and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage Brede/Allied and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.
- Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Brede/Allied or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), Exhibitor recognizes there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Brede/Allied will not be responsible for the count or content of materials. All bills of lading covering outgoing shipment(s) submitted to Brede/Allied or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
- Brede/Allied shall not be liable for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any other cause beyond its controls.
- Brede/Allied shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, or for any other special, incidental or consequential damages.
- •I t is agreed that if Brede/Allied or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$ .30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Brede/Allied, its subcontractors or their employees.
- Brede/Allied shall not be liable for damage to exhibitor's materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative.
- Brede/Allied and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts of
  freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures. Such shipments
  will be delivered to booth without guarantee of piece count or condition.
- Empty container labels will be available at the Service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for *empty storage only*, and Brede/Allied and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
- In order to expedite removal of materials from the show site, Brede/Allied shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be routed by Brede/Allied at show site. Brede/Allied assumes no liability as a result of such re-routing or handling.



Advance Order Discount Deadline: April 3, 2015 2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

## Furniture and Accessories



Otv	Item	Advance	Standard	Subtotal	Qty	<i>Item</i>		Advance		Standard	Subtota
_	ligh Display Tables (				Qiy	Upholstered Arm Chair	\$	88.25	\$	114.75	\$
	4' x 2' draped \$	134.25 \$	175.00 \$	•		Upholstered Side Chair	\$	74.75	\$	97.25	\$
	6' x 2' draped \$	157.00 \$	204.25 \$			·	\$	95.25	\$	124.00	\$
	8' x 2' draped \$	212.50 \$	276.25 \$								
	4th side drape \$	55.25 \$	72.00 \$			Coffee Table 20"X36"X17"		68.25	\$	88.75	\$
	4' x 2' undraped \$	56.75 \$	74.00 \$			30"x30" Pedestal Table	\$	77.75	\$	101.25	\$
	6' x 2' undraped \$	67.00 \$	87.25 \$			30"x42" Pedestal Table	\$	122.00	\$	158.75	\$
	8' x 2' undraped \$	78.25 \$	101.75 \$			Wastebasket	\$	24.50	\$	31.25	\$
42" H	ligh Display Tables (	includes white	vinyl top, 3 side	e drape)		Easel	\$	37.50	\$	48.75	\$
	4' x 2' draped \$	148.75 \$	193.50 \$			Clothing Rack	\$	63.75	\$	83.00	\$
	6' x 2' draped \$	170.50 \$	221.75 \$			Literature Rack	\$	120.00	\$	156.00	\$
	8' x 2' draped \$	223.25 \$	290.25 \$			Chrome Stanchions	\$	41.25	\$	53.75	\$
	4th side drape \$	55.25 \$	72.00 \$			8' Velour Rope	\$	41.50	\$	54.00	\$
	4' x 2' undraped \$	75.00 \$	97.50 \$			Tensa Stanchions	\$	70.00	\$	91.00	\$
	6' x 2' undraped \$	84.75 \$	110.25 \$			Hardware/Crossbar	\$	13.00	\$	17.00	\$
	8' x 2' undraped \$	95.50 \$	124.25 \$			Hardware/Bases	\$	13.00	\$	17.00	\$
12" T	abletop Risers (inclu	-	•			Hardware/Poles 8' high	\$	13.00	\$	17.00	\$
	4' one step riser \$	52.50 \$	68.25 \$			Posterboard 8'x4'					
	6' one step riser \$	62.50 \$	81.25 \$			(horizontal only)	\$	183.50	\$	238.75	\$
	8' one step riser \$	75.00 \$	97.50 \$			Special Draping					
	4' two step riser \$	59.00 \$	76.75 \$			3' h Drapery per lin. ft.	\$	11.25	\$	14.75	\$
	6' two step riser \$	96.00 \$	125.00 \$			8' h Drapery per lin. ft.	\$	18.25	\$	23.75	\$
	8' two step riser \$	120.50 \$	156.75 \$								
Select	t Table Drape Color				Select	Special Drape Color					
Пв	Black Blue	Burgundy	Gold		Bla	ck Blue Burgund	dy	Gold	(	Green	
	Green Gray	Red	Teal	White	Gra	y Peach Red		Teal	\	White	
ortan	t • Orders cancelle	d after move-in l	egins will be ch	arged 50% of t	he origin	al price. Form		Subtota	ıl \$	3	
Notes	A credit card on	file is required v	hen using Bred	e/Allied.		Total					
	All charges must						7%	Sales Ta	х \$	3	
	<ul> <li>Payment Autho</li> </ul>			ocess orders (	Orders rea	ceived		Tota	(		
		nent or credit ca			51401510	901704		1014	' 4	<b>'</b>	
	-		_			and acknowledge payme					

Advance Order Discount Deadline: April 3, 2015

## Carpet



FLOOR COVERING IS REQUIRED IN THE ICC MAIN HALL AND LUCAS OIL STADIUM PER SHOW MANAGEMENT. If flooring is not installed, Brede/Allied will provide carpet at our discretion with billing direct to the exhibitor.

Standard Carpeting	Sel	ect from Standard Colors	s (if no color is	selected, s	how coloi	rs will prevail.)		
carpeting		Black Blue Gray Purple		undy	Forest Teal	Green		
	Qty	Size	<b>Advance</b>	Standar	d	Subtotal		
		10' x 10'	\$170.50	\$221.71	\$			
		10' x 20'	\$341.00	\$443.50	\$_			
		10' x 30'	\$511.50	\$665.25	5 \$_			
		10′ x	\$170.50	\$221.75				
	• Stand	ard carpets ordered in mul	tiples of 2 or m	nore do not	include se	eaming and exact co	olor match is	not guaranteed.
Cut &	Qty	Option	Size	4	A <i>dvance</i>	Standard	Subtota	n/
Fitted		Cut & Fit to Booth Space	Size:		\$4.20		\$	(
		(per 10' increments)	(100 sq. ft. n	ninimum)	per sq.	ft. per sq. ft.		\
		ntal price includes laying, ta ntal prices are quoted per s	-			et, multiply length x v	vidth + total	square feet.
Options	Qty	Option	Size	,	A <i>dvance</i>	Standard	Subtota	ıl.
		Carpet Padding Visqueen	Size:				\$	
l		Visqueen	Size:	х	\$1.10		\$	
					per sq.	ft. per sq. ft.		
		We will be brir	nging ou	r own	carpe	et.		
	Payment Au	thorization must be completed	d to process ord	ders. Orders	received w	vithout full payment or o	credit card wil	Il not be processed.
Important (	Oud	one consulted often many b	واللاب ومامو		00/ - 6 11			
Important   Notes	• All o	ers cancelled after move-in carpets ordered from us are charges must be paid prior	e installed clea	an. You ma		• .	ces for debr	is created during set-up.
					orm	Subtotal	\$	
				To	otal	7% Sales Tax	\$	
						Carpet Total		
	Please c	heck that you agree to our	Payment Auth	norization T	erms and	acknowledge paymo	ents must be	e accompanied with order
CUMDANI		neek that you agree to our	•			0 . 3	BOOTH	•
CONIFAIN	I INVINE							1# fdic

T SHOWS WHEN YOU USE BREDE/ALLIED

2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

## **Custom Carpet**



Custo	om
Carpeti	ing

**DELUXE** plush carpet is available on a rental basis. All prices quoted for rental include installation, poly covering for protection and removal. An upgraded 28 oz. carpet is available in the colors below. Swatches will be sent to you upon request.

Minimum order for premium carpet is 20' x 20' (400 square feet).

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed.

	· ·	ack Cobalt UBlue Platinum	Charcoal Emer Royal Blue Silve	ald r Cloud	
Options	Oty Option Carpet Carpet Padding	Size: x Size: x		Standard Price \$5.95 \$1.45 per sq. ft.	Subtotal \$
	To guarantee availab Cancelled orders for	eted to process orders. Orders	s received without full pay		
COMPAN	, ,	e to our Payment Authorizatior	n Terms and acknowledg	ubtotal \$ es Tax \$  Total \$ e payments must be	accompanied with order.
J J 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					fdic

BREDE/ALLIED

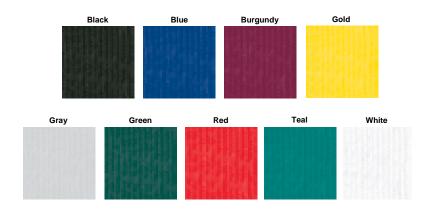
order online @ Bredeallied.com



## Brede/Allied Color Chart



### DISPLAY TABLE DRAPE COLORS



### STANDARD CARPET COLORS



### **CUSTOM CARPET COLORS**





Add 30% to all Orders placed at Show Site

2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

## Booth Cleaning



Minimum 100 square feet per day	Advance Price	Standard Price
Vacuum <b>Once</b> before show opens. Includes empting of wastebaskets.	.45 per sq. ft.	.59 per sq. ft.
Vacuum before show opens and daily thereafter (# DAYS). Includes emptying of wastebaskets.	.40 per sq. ft.	.52 per sq. ft.
Shampoo Carpet (per application)	.47 per sq. ft.	.61 per sq. ft.
Booth Size (sq. ft.) Rate	# Days Sub	total

Note: There will be an additional labor charge for cleaning carpets that are subjected to excessive wear- and -tear such as wood or metal shavings generated by demonstrations in the booth or food sampling.

Χ

\$

## Porter Service

other service contractors to provide this service.

COMPANY NAME:

Porter Service Consists of an assigned person cleaning your booth during show hours.

Χ

4 hour Minimum	Advance Price	Standard Price
Straight time rate 8:00am-4:30pm, Monday-Friday	\$35.50 per hour	\$46.25 per hour
Over time rate All other hours weekday, Saturday, Sunday & Holidays	\$71.00 per hour	\$92.50 per hour

Da	ys:Hours	@\$	bper day :	= <u>\$</u>
Important Notes	<ul> <li>Vacuuming/sweeping of booths &amp; emptying of wastebaskets is not included in your booth space rental.</li> <li>All carpets ordered from us are installed clean. You may want to order cleaning services for debris created during set-up.</li> <li>Porter Service orders must be canceled 24 hours prior to ordered time or a minimum of 1 hour per laborer ordered will be charged.</li> <li>A credit card on file is required when using Brede/Allied.</li> <li>All charges must be paid prior to close of show.</li> <li>Our exclusive cleaning contract for this show will not permit</li> </ul>	Form Total	Subtotal 7% Sales Tax Cleaning Total	

BOOTH# fdic

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

## **Basic Booth Rental**



Blue

Gray

Teal

Burgundy

**Purple** 

**Color Options** 

HARDWALL PANELS

Gray

CARPET SELECTION

Forest Green

**Black** 

Red

White

Interested in a Custom Exhibit? Email: info@bredeallied.com

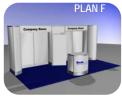












### **Exhibits Include**

- Standard Expo Carpeting
- Gray or White Hardwall Panels
- Install and dismantle exhibit
- Header—One line with block letters (see below to order header)

Note: Electricity is NOT included with Rental

HEADER COPY (Please print clearly):	

(logos & special lettering available at an additional cost. Call for quote.)

### Rates

<b>Qty</b>	Item	Advance	Standard	Subtotal
	Plan A - 10' x 10'	\$ 2,300.00	\$ 2,990.00	\$
	Plan B - 10' x 10'	\$ 2,200.00	\$ 2,860.00	\$
	Plan C - 10' x 10'	\$ 2,625.00	\$ 3,412.50	\$
	Plan D - 10' x 20'	\$ 3,450.00	\$ 4,485.00	\$
	Plan E - 10' x 20'	\$ 3,750.00	\$ 4,875.00	\$
	Plan F - 10' x 20'	\$ 4,200.00	\$ 5,460.00	\$

### **Additional Options**

Qty	Item		Advance		Standard	Subtotal
	8 1/2"x11" Literature Pocket	\$	26.75	\$	35.00	\$
	1M Shelf	\$	97.25	\$	126.50	\$
	1M Angled Shelf	\$	97.25	\$	126.50	\$
	Spot Lights (use w/ rental only)	\$	113.25	\$	147.25	\$
	Velcro Panels (choose below)	\$	162.75	\$	211.75	\$
	Black Blue Gra	ay	(additional color o	ptic	ns available)	

Additional Booth furnishings can be found throughout this exhibitor manual. Look for upgraded carpet, carpet padding, graphics, chairs, etc.

Important	•	
Notes		

- Rental Booths require pre-payment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Form
Total

Subtotal	\$
7% Sales Tax	\$
Est. Total	\$

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:\_\_\_\_\_\_BOOTH#\_\_\_

fdic

norder online @ Bredeallied.com



## Islands/Custom Exhibits

### Islands





### Color Options

### **CARPET SELECTION**

### HARDWALL PANELS

- **Black** Forest Green
- Blue Burgundy

White Gray

- Grav **Purple**
- Red
- Teal

### HEADER COPY (Please print clearly):

Exhibits Include Standard Expo Carpeting Gray or White Hardwall Panels Install and dismantle exhibit

below to order header)

Interested in a Custom Exhibit?

Email: info@bredeallied.com

(logos & special lettering available at an additional cost. Call for quote.)

Note: Electricity is NOT included with Rental

• Header-One line with block letters (see

### Rates

Qty	<i>Item</i>	Advance	Standard	Subtotal
	Plan G - 20' x 20' Island	\$ 7,350.00	\$ 9,555.00	\$
	Plan H - 20' x 20' Island	\$ 9.082.50	\$ 11.806.75	\$

### **Custom Exhibit Examples**







### **Important** Notes

- Other options available include: Plexiglass panels, colored panels, back lit graphics, banners, tension fabric structures, custom counters & upgraded carpet. Contact info@bredeallied.com.
- · A custom rental exhibit saves time, the risk of loss or damage in shipping & the responsibility of set up & tear down.
- Rental Booths require pre-payment and include a 100% cancellation
- A credit card on file is required when using Brede/Allied.

Designed to suit your specific needs; a custom exhibit can help set you apart from your competition. Combine product displays with eye-catching graphics, while leaving plenty of room for meetings & storage.

Form
Total

Subtotal	\$
7% Sales Tax	\$
Est. Total	\$

Please check that you agree to our Payment Authorization Terms and acknowl	ledge payments must be accompanied with order
--	---

BOOTH# **COMPANY NAME:** 

order online @ Bredeallied.com



2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

## **Custom Fab Rentals**





### Roundo Wooden Counter/Cabinet

- Lockable cabinets available in Black or White.
- Cabinet is 40"wx20"dx40"h. Usable countertop is 24"x20".
- Optional 32"wx36"h Fitted Cabinet Graphics have rounded top corners.
- Call or email for more info.

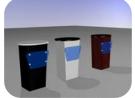
	Qty	<b>Advance</b>	Standard	Subtotal
Cabinet	\$	1,044.75	\$ 1,358.25	\$
Fitted Cabinet Graphic	\$	157.50	\$ 204.75	\$
	[	Black	White	Custom



### Roundo Wooden Kiosks

- Kiosk can be single or double-sided & are available in Black or White.
- Cabinet is 40"wx20"dx40"h. Usable countertop is 24"x20".
- Single-side is 44"x28"dx92"h. Double-side is 44"wx48"dx92"h.
- Optional graphics can be Fitted Cabinet Front (covering door), above cabinet or full height with top corners rounded.
- Monitors can be mounted to Kiosk wall (Call or email for more info).

	Qty	Advance	Standard	Subtotal
Single Kiosk		\$ 1,569.75	\$ 2,040.75	\$
Double Kiosk		\$ 2,409.75	\$ 3,132.75	\$
Fitted Cabinet Graphic		\$ 157.50	\$ 204.75	\$
Full Wall Graphic		\$ 498.75	\$ 648.50	\$
		Black	White	Custom



### Tapered Wooden Cabinet with Oval Top

- Lockable cabinets in Black, White or Mahogany.
- Cabinet is 32"wx23"dx40"h.
- Optional Graphics can be full panel or custom cut, with or without Counter Graphic Offsets.

	Qty		Advance		Standard		Subtotal
Cabinet		\$	729.75	\$	948.75	\$	
Full Graphic Panel		\$	110.25	\$	143.50	\$	
Counter Graphic		Φ.	1/1 75	¢	197.50	¢	

Mahogany |

White



### Tapered Cabinet Kiosk with Oval Header

- Prices include Logo Graphic on Oval Header.
- Kiosks available in Black, White or Mahogany.
- Cabinet is 32"wx23"dx40"h. Kiosk height is 8'.
- Oval header is 36"wx14"dx10"h.
- Optional 7'h tapered graphic can be single or double-sided.
- Monitor bracket is available. (Monitor & electric NOT included).

	Uty		Aavance	Standard	Subtotal
Tapered Kiosk with Oval header only		\$	1,464.75	\$ 1,904.25	\$
Single-sided Graphic		\$	309.75	\$ 402.75	\$
Double-sided Graphic		\$	624.75	\$ 812.25	\$
Monitor Bracket		\$	157.50	\$ 204.75	\$
Blaci	kП	ı	Mahogany	White	Custom

### Custom Finishes are available - please call or email info@bredeallied.com.

Important Notes

- Rental Booths require pre-payment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Form Total Subtotal \$
7% Sales Tax \$
Est. Total \$

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: BOOTH#



2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

## Cabinets & Gondolas



### **Cabinets**



Advance Price \$ 286.25 Standard Price \$ 372.25 Oty:

Description

Size: 20"x40"x41" High Standard white panels



Advance Price \$ 572.00 Standard Price \$ 743.75

Qty: \_\_\_\_ Description

Size: 20"x80"x41" High Standard white panels



Advance Price \$ 456.25 Standard Price \$ 593.25

Qty: \_\_\_\_ Description

Size: 20"x61"x41" High Standard white panels



Advance Price \$ 508.25 Standard Price \$ 660.75

Oty: \_\_\_\_ Description

Size: 20"x61"x41" High Standard white panels (with locking doors)





All Gondolas are 1 meter wide, have standard white panels & shelves.

Qty	Single-sided Gondola	<b>Advance</b>	Standard	Subtotal
	4'h - 40"x20"(base)x48"h, with 2 shelves	\$ 341.25	\$ 443.75	\$
	6'h - 40"x20"(base)x72"h, with 3 shelves	\$ 393.75	\$ 512.00	\$
Qty	Double-sided Gondola	<b>Advance</b>	Standard	Subtotal
Qty	Double-sided Gondola 4'h - 40"x40"(base)x48"h, with 4 shelves	\$ 	\$ <b>Standard</b> 614.25	\$ Subtotal

Additional color panels, printed graphics and other custom sizes not shown are available. Contact Customer Service for further details.

Import	ant
No	otes

- Orders cancelled after delivery will be charged 50% of the original price.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.

Form	
Total	

Subtotal	\$
7% Sales Tax	\$
Total	\$

	Please check that you agree to our Payment Authorization Te	erms and acknowledge payments must be accompanied with order.
COMPANY	/ NAME:	BOOTH#_

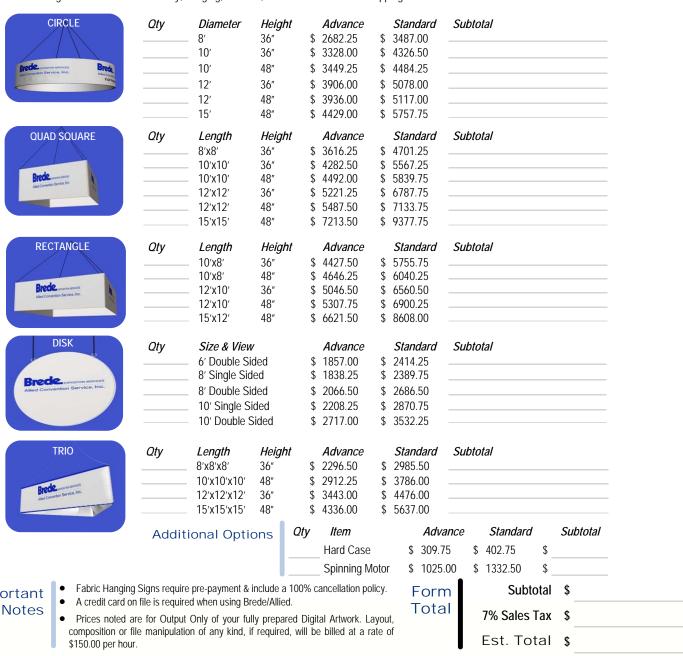
2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

## Fabric Hanging Signs



- ◆ Hanging Signs are subject to specific show rules & regulations and may not be used over all booths. Please refer to show rules & regulations.
   ◆ Easily assembled Aluminum frame with custom dye-sublimation graphic skin created from your fully prepared digital files.
   ◆ Purchase includes Nylon carry bag. Hard cases are available for an additional charge.
   ◆ Rentals are available. For information or additional custom shapes & sizes please contact info@bredeallied.com
   ◆ Pricing does not include accombly accombly appropriate composal contact info@bredeallied.com

- Pricing does not include assembly, hanging, removal, dismantle or outbound shipping.



### **Important**

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: BOOTH#

fdic



Advance Order Discount Deadline: Fabric Banners -March 20, 2015 Graphics -April 3, 2015

2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

## Graphics

### **Display Graphics**

Brede/Allied can provide you with high quality digital signs and graphics to enhance the overall image of your booth. Prices below are for the output only of your fully prepared digital files, single sided.





- Custom Fabric Banner created from your fully prepared digital artwork.
- 118" w x 94 1/2"\*h banner with 3" Pole Pockets top & bottom. (do not place text within 2" of top or bottom edges).
- Banner is hung using standard drapery horizontal bars.
- First use includes rental of drapery metal, installation and dismantle.



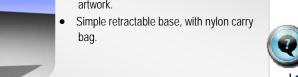
- Custom Fabric Banner created from your fully prepared digital artwork stretched over an easily assembled Aluminum frame.
- 120'w x 96" h banner is "pillow cased" to fit over aluminum frame.
- Purchase includes banner, aluminum frame and nylon carry bag.
- Rental includes purchase of banner only-Frame remains the property of Brede/Allied
- · First use includes installation and disman-



- Available for standard 6' or 8' w x 30" h tables.
- Custom image is printed FRONT SIDE ONLY. Top, sides and back to be solid color (nearest PMS match possible).
- Graphic size = 72"w x 30" h for 6' table,
   96"w x 30" h for 8' table.



 31 1/2"w x 83" h Custom Fabric Banner created from your fully prepared digital artwork.



Advance Standard Subtotal
ling Banner-Purchase \$ 2,995.00 \$ 3,893.50
ling Banner-Rental \$ 1,995.00 \$ 2,593.50
\$ 425.00 \$ 552.50
dard Subtotal
per sq ft
ard Sintra Other
rance Standard Subtotal
.00 \$ 151.50
.00 \$ 235.50
00 \$ 15.00
m Subtotal \$
7% Sales Tax \$
Signs Total \$
owing page for Art Specifications
nowledge payments must be accompanied with order.
BOOTH#

T SHOWS WHEN YOU USE BREDE/ALLIED



## Art Specifications

As a company that specializes in **high-quality graphics** amongst other varied services, Brede/Allied's Graphics Specialists want to provide you with the best product possible on show site. When submitting artwork to our graphics team, please adhere to the following guidelines. *Your* image is our **top priority** and Brede/Allied is committed to meeting your expectations. Please give this information sheet to your graphic designer or art director.

### **High-Quality Printing**

For the **best quality** prints, please send all files in vector format. <u>Please use the following guidelines when sending vector artwork:</u>

- Make sure your vector artwork is set up in CMYK color mode
- Provide all fonts used in your artwork or convert all text to outlines.
- When sending fonts: we only accept TrueType (.tt) and OpenType (.ot) fonts.
- Please supply all Pantone color values for matching purposes. We are currently using <u>Pantone Color Bridge Coated</u> for color matching.
- You may send us a hardcopy print of your artwork for color matching as well.
- Please specify the scale of your artwork.

If you are unable to provide vector images, please use the following guidelines when sending rasterized artwork:

- The <u>minimum image resolution</u> for any **large** sign or printed graphic (ex: signs larger than 22" x 28") should be no less than **100 dpi** and no higher than **150 dpi**.
- **Small signs or printed graphics**, however, should be <u>no less</u> than **300 dpi**. (Ex: signs sized up to 8 ½" x 11" up to 22" x 28" are a *small signs*)
- Please do not send artwork that was downloaded from the Internet.

### Please do not include crops or bleeds on your artwork.

### Ways to Send Us Artwork

CD-R/RW DVD-R/RW Thumb Drive

Email (for files no longer than 10mb)

Upload to our FTP Site

Send us a link to your FTP

### Acceptable File Types

We are currently using Adobe Creative Suite 6

Adobe Illustrator (.ai, .eps, .pdf) Adobe Photoshop (.psd, .tif, .jpg, .pdf, .eps)

Adobe InDesign (.indd, .idml, .pdf) - please include all fonts and links folders with InDesign documents

When submitting copy for signage, we accept the following:

Microsoft Word Microsoft Excel Microsoft PowerPoint Email

### FTP Site Instructions

Log on to: ftp://transfer.bredeallied.com User Name: bredeallied Password: graphics Upload graphics within designated show file.

If you have any questions, please do not hesitate to contact our Customer Service Department at 407-851-0261 or email: info@bredeallied.com

Thank you for choosing Brede/Allied!



Advance Order Discount Deadline: April 3, 2015

2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

## **Booth Identification Sign**



### SIGNS WILL NOT BE PROVIDED TO ISLAND EXHIBITORS

### 7" X 44" IDENTIFICATION SIGN

Each exhibitor, except islands, will be furnished a standard 7" x 44" I.D. sign which will carry the exhibitor's name and booth number only. This form must be returned prior to the deadline date in order to receive it worded to your specifications. All orders must be received by April 3, 2015 to insure your I.D. sign is properly word-If ID sign form is not returned to us by April 3, 2015 ID signs WILL NOT be provided for your booth. THERE WILL BE A \$55.00 CHARGE FOR ALL I.D. SIGN ORDERS PLACED AT SHOW SITE.

44"

7"		(Company Name)
		(Booth #)
	MAXIMUM 45 CHA	ARACTERS
		more than forty five characters, it Form included in this exhibitor kit.



### Indiana Labor Guidelines



To assist you in planning for your participation in this convention, we're certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdictions the various unions have we ask that you read the following:

### **EXHIBIT INSTALLATION AND DISMANTLING**

Members of Teamsters Local 135 claim jurisdiction over all set-up and dismantling of exhibits, including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise (items produced by you for sale, scheduled for display in your booth, or literature describing same). Full time employees of exhibiting companies may, however, set their own exhibits without assistance from the Teamsters Local 135.

### MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Brede/Allied Convention Services will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by Brede/Allied Convention Services.



### **TIPPING**

Brede/Allied Convention Services requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Brede/Allied representative at the service desk or correspondence may be directed to the attention of the General Manager at our Orlando address.

### **SAFETY**

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede/Allied Convention Services cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.



### Add 30% to all Orders placed at Show Site

2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

## Labor



La	bor
Ra	tes

		Pe	r La	borer, Per Hour					
STRAIGHT TIME		8am-4:30pm Monday-Friday						85.00	
OVERTIME	A	All other hours, Monday-Friday & all day Saturday, Sunday & Holidays					170.00		
Labor	Option (A or B)	Dates Required	Time	# Laborers Requested	Total Es Hou			Total Cost	
Installation							=	\$	
Dismantle							=	\$	

Dismantle

SELECT:	
Option	A:

Option A:
Brede/Allied
Supervised

- All work performed & supervised by Brede/Allied Personnel
- Charge for supervisory service is 30% of total daily labor bill, with a \$85.00 minimum
- Work performed under Brede/Allied supervision is straight time when possible

An outbound Bill of Lading must be completed and turned in at the Brede/Allied Service Desk

Instali	lation

Shipped toWarehouseShow site Special Equipment Required:	Ship to:		
Scheduled Delivery Date/ _/	Attn:		
Shipment:CratesBoxesCarpet/Pad	Address:		
Carpet (if not shipped): from Brede/AlliedNone	City, ST, Zip:		
Blueprints/Instructions: Attachedwith Display (Crate #)  Electrical Under Carpet ? Yes No	Official Show Carrier:GroundAir		
Option B:  • All work is performed under direction of the exhibitor.  Exhibitor  • Exhibitor must meet labor at the Brede/Allied Se			
• Exhibitor must meet labor at the Brede/Allied Se	Phone #:		

### Important Notes

OR:

- Starting time can be guaranteed only when labor is ordered for 8am
- Labor billed at a one hour minimum per laborer ordered and 1/2 hour increments thereafter
- Labor will not be assigned until the exhibitor reports to the service/labor desk
- Labor & services ordered for an exhibitor by other contractors, must be authorized, in writing, prior to show set up by the exhibiting company. A certificate of insurance must also be presented to Brede/Allied prior to any other contractor beginning work on the show floor. Payment for labor & services is the responsibility of the exhibitor
- Labor orders must be canceled 24 hrs prior to ordered time or a minimum of 1 hour per laborer ordered will be charged
- All charges must be paid prior to close of show

Form Total	Subtotal	\$
	Subtotal Labor Total	\$
	monte must be acco	

L	Please check that you agree to ou	r Payment Authorization	Terms and acknowledge payments	must be accompanied with order.

CONTRACTOR OF

online @ Bredeallied.



### Add 30% to all Orders placed at Show Site

2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

## **Forklift**



This order form is for labor and equipment that may be required **after** your shipments delivered to the booth. This service is available for assembly of exhibits, spotting skidded materials, and any work that requires lifting of heavy or bulky items.

### Forklift Rates

This order must be confirmed with a signed work order from Brede/Allied Service Desk.	Labor Hours - One Hour Minimum
Straight Time	8am-4:30pm, Monday-Friday
Overtime	All other hours, Monday-Friday & all day Saturday, Sunday & Holidays

LIFT W/DRIVER ONLY (TO MOVE HEAVY ITEMS WITHIN THE BOOTH)	Straight Time	Overtime
Forklift - 5,000 lb. Capacity	\$160.00/Hour	\$245.00/Hour
Forklift - 10,000 lb. Capacity	\$210.00/Hour	\$295.00/Hour
4-Stage Lift - 5,000 lb. Capacity	\$235.00/Hour	\$320.00/Hour
RIGGING-LIFT W/DRIVER & 1 RIGGER		
Forklift - 5,000 lb. Capacity	\$245.00/Hour	\$415.00/Hour
Forklift - 10,000 lb. CapacityScissor Lift w/operator	\$295.00/Hour	\$465.00/Hour
& 2 riggers	\$455.00/Hour	\$710.00/Hour
ADDITIONAL OPTIONS		
Man Cage	\$75.00/Hour	\$75.00/Hour
Rigger	\$85.00/Hour	\$170.00/Hour



### Calculate Costs

Procedure	Dates Required	Time	# of Laborers	Heaviest Piece (lbs)	Est. Hours (per Forklift)	Rate/Hour (see above)	Estimated Subtotal
Install					X		=
Dismantle					X		=

Please indicate work to be performed:	Uncrating	Un-skidding	Re-skidding of Machinery
	Installation	/Dismantling of Header	Other

### Order Details

- Time necessary for workers to get tools and report to the booth, to have worked checked by exhibitor and to return to the Customer Service Desk with the exhibitor to be signed out will be included in the time charged to the work order.
- All rates are based on current wage scales and are subject to change in accordance with existing wage scales at the time of the exposition.

### Important Notes

- Starting time can be guaranteed only when labor is ordered for 8am.
- Forklifts must be ordered in advance for more than 5,000 lbs. capacity.
- One hour will be charged on orders cancelled without 24 hour notice.
- For additional Equipment needs not listed above, contact Brede/Allied's Customer Service Dept.

•	4 hour	minimum	mav	apply	οn	dedicated	labor	calls

4 hour minimum may apply on dedicated labor cans.
Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order

POSTU

COMPANY NAME:\_\_\_\_\_BOOTH#\_

fdic

Subtotal \$

Est. Total \$



## Accessible Storage



### THIS IS NOT AN ORDER FORM. THIS SERVICE MUST BE ORDERED ON SITE.

An accessible storage area will be available at the facility, whenever possible, for the exhibitor's literature and giveaway items. Brede/ Allied staff will be available to access storage items during show hours, one hour prior to show opening and 1/2 hour after show closing each day. Due to fire regulations and for security purposes, NO large deliveries can be made during show hours. Only items that can be hand-carried from the storage area to the booth will be delivered during show hours. All materials in storage on the last day of the show will be returned to designated booths at the close of the show. Show Management reserves the right to stop deliveries at any time during show hours, so please schedule deliveries prior to the show opening each day. *PLEASE NOTE:* This is Accessible Storage, not Secured Storage. This is not Empty Storage. Accessible Storage items may not be the first items returned to your booth at the close of the show.

SET UP:	One time set up charge:	\$127.75	
STORAGE:	Size of Storage Space (sq. ft.)	Rate (per day)	
	0-25	\$127.75	
	26-50	\$191.50	
	51-100	\$256.00	
	101-150	\$318.75	
	151-200	\$382.25	
ACCESS RATES:	There is a 1/2 hour labor charge (minimum) each time something placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.		
ACCESS CHARGES:			
Straight Time:	8am-4:30pm Monday-Friday	\$ 85.00	
Overtime:	All other hours, Monday-Friday & all day Saturday, Sunday & Holidays	\$170.00	

All goods stored with Brede/Allied are stored at your own risk. Accessible storage is intended strictly for giveaway items. Valuables should not be placed in Accessible Storage. We shall not be liable for any injury, loss, theft or destruction, including but not limited to act, breach of contract, breach of warranty, water, condensation, fires, floods, Acts of God, or any act beyond our sole control. We are not liable for any direct, consequential or incidental damages nor for loss which may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions or brokerage, for any freight or drayage.



Add 30% to all Orders placed at Show Site 2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

## Sign Hanging



Rates		Labor Hours One Hour Minimum	Per Hour	Sign Assembly/ Additional Labor	Check all that apply	
	Straight Time	8am-4:30pm, Monday-Friday	\$422.75	\$85.00	☐ Install sign with Exhibitor's S☐ OK to install sign without Ex☐ Shipping to Advance Wareh	hibitor's Supervision
	Overtime	All other hours, Monday- Friday & all day Saturday,	\$677.75	\$170.00	Deadline for receipt:  Shipping to Show Site:  Date of arrival	
					ft from top aisle (booth #)	
Order Details	Shape:		Wood( TriangleF Truss	Rectangle —— <sup>ft fro</sup>	om left side ft from floor to top of sign	ft from right side (booth #)
	Exhibitor Provid	chain motor ? Quant led Brede/Allied Provi	ided		ft from bottom aisle (booth #)	

### Calculate Costs

### Sign Hanging Estimate

### **Assembly Estimate**

	Date	Time	# of Hours		Date	Time	# of Men/Hours
Installation				Installation			
Dismantle				Dismantle			

### Important Notes

- The minimum crew consists of an operator, two laborers, and the equipment.
- There is a one hour minimum per crew & equipment for both hanging and removal, and 1/2 hour increments thereafter.
- 4 hour minimum may apply on dedicated labor calls.
- Must have approved rigging points with the exception of cloth banners.
- Must conform to Show Management rules and regulations and facility limitations.
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code.
- Brede/Allied reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.
- Accessories (brackets, cables etc.) are not included.

Form	
Total	

Subtotal	\$
Est. Total	\$

	Please check that you agree to our	Payment Authorization	Terms and acknowledge	payments must be a	ccompanied with order
--	------------------------------------	-----------------------	-----------------------	--------------------	-----------------------

COMPANY NAME: BOOTH#



## Sponsor Banner Dismantle



All sponsor banners will be returned to Brede/Allied when dismantled. If you want your Sponsor Banner back please fill out the information below. Banners will be shipped at Sponsor's expense. If we do not have this completed paperwork your banner/s will be disposed of at the time we must clear the hall/s.

Number of Banners					
Location of hanging	banner/s				
Shipping address:					
	ALL OPEN BAL	ANCES MUST BE PA	<u>NID IN FULL AT SHOW SIT</u>	E	
COMPANY NAME				BOOTH#	
ADDRESS			TELE	PHONE #	
CITY			STATE	ZIP CODE_	
AUTHORIZED BY: (Please p	rint or type)				
SIGNATURE					



2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

### Request For Set-Up By Non-Official Exhibitor Appointed Contractor



The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Brede Exposition Services/Allied Convention Service Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Brede/Allied in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Brede Exposition/Allied no later than March 20, 2015. Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the Indiana Convention Center & Lucas Oil Stadium. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Brede/Allied with Certificates of Insurance naming Brede Exposition Services/Allied Convention Service Inc., PennWell Corporation, FDIC International 2015 and the Indiana Convention Center & Lucas Oil Stadium as additional insured's at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Brede/Allied to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the certificate of insurance from the non-official contractor are not received by March 20, 2015, your non-official contractor will be allowed to supervise only. All labor must then be hired from Brede/Allied for installation and dismantle of the exhibit. There are no exceptions after the deadline date. Submit this form and a Certificate of Insurance via email, fax or US mail.

SHOW NAME	FDIC INTERNATIONAL 2015
COMPANY NAME	BOOTH #
NON-OFFICIAL CONTRACTOR	
CONTRACTOR ADDRESS	
EMAIL	
PHONE#	FAX#
ESTIMATED ARRIVAL AT SHOW	# OF WORKERS
AUTHORIZED BY	TITLE